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MONTANA DNRC Conversation

A Newsletter of the Department of Natural Resources and Conservation — Director Bud Clinch

Volume 3 • Number 4 • December 1997

MESSAGE FROM THE DIRECTOR

"I'm happy with the great progress we have made . . . as the 'New DNRC.' "

DNRC recently completed its *Annual Report for Fiscal Year 1997*. Covering the state's fiscal year (July 1 through June 30, 1997), this is the second annual report about the newly reorganized Department of Natural Resources and Conservation (DNRC). It contains a wealth of information. If you are interested in learning more about our programs and activities, I encourage you to find a copy. They have been distributed to each division and field office.

We accomplished a lot in just one year. For example, did you know that, in Fiscal Year 1997, we:

*Received, deposited, and distributed over 25,000 checks and processed over 15,000 payments?

*Provided supervision and assistance to the operations of 27 grazing districts and 58 conservation districts?

*Protected over 50 million acres of state-owned and private lands from wildland fires?

*Sold 576,500 seedlings from the Montana Conservation Seedling Nursery for conservation and reforestation purposes?

Director Bud Clinch

*Issued 260 permits to drill for oil and gas development?

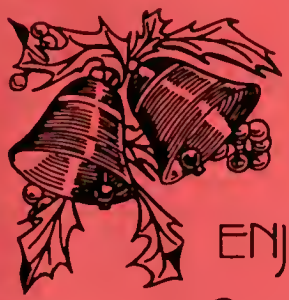
* Concluded three compacts with federal agencies and Indian tribes settling federal reserved water rights?

*Distributed almost $43 million in earnings and interest from the management of state-owned lands directly to public schools and other entities?

*Examined 2,560 water right claims in non-decreed basins and processed 3,276 water right transfer forms?

I'm proud of these efforts, and of the many others that took place during Fiscal Year 1997. In fact, I'm happy with the great progress we have made over the past two and one-half years as the "New DNRC."

Next year will be one of remarkable productivity and great achievement. It's exciting to look forward to 1998, and to the many accomplishments we can attain by working together.



ENJOY A HAPPY HOLIDAY SEASON!

"To help ensure Montana's land and water resources provide benefits for present and future generations."

DEPARTMENT NEWS

KALISPELL WATER OFFICE

The Kalispell Water Resources Regional Office, which serves Flathead, Lake, Lincoln, and Sanders Counties, has moved across town. Now located in the Buffalo Business Center in the Evergreen area, its address is:

Water Resources Regional Office
109 Cooperative Way, Suite 110
Kalispell, MT 59901

The phone number is still 406 752-2288.

DNRConversation is an employee newsletter published by the Montana Department of Natural Resources and Conservation.

Editor . . . . . Carole Massman
Design. . . . . Ross Campbell
Layout . . . . . Don Howard
Photographer
(unless otherwise noted). . . . . .Jim Bond

Please send news articles or ideas for articles to Carole Massman, 1625 Eleventh Avenue, Helena, MT 59620-1601; call her at 406 444-6737; or use ZIP!Office.

INFOTECH NEWS

The Information Technology Bureau would like to pass on some pointers and guidelines to DNRC users regarding projects that are submitted to the Information Services Section (ISS).

*Projects should be scheduled with ISS at the beginning of the fiscal year. If unforeseen projects come up after that, let Section Supervisor Carole Massman know what's coming as soon as you can.

*Carole will schedule and assign graphics projects. Please go to her initially, rather than directly approaching a graphic designer.

*It's best for ISS to have a hard copy, along with the electronic version (floppy disk, e-mail, or stored on a file server).

*Use a common font, such as Times Roman, in drafts (although of course you're welcome to indicate the font or look you want in the final copy).

News, Magazine Articles

Contact Public Information Specialist Jim Bond when you have an idea for a news story or need a way to address questions that have been raised by your constituency or affected public. You can submit a draft news release to Jim electronically, on disk, via fax, or through the mail. (Jim can also interview you and write the draft story, if you prefer.) He will then work with you on any revisions that might be needed, format and produce the final version, and arrange for distribution to the appropriate media.

Editing

Send a hard copy of the text double-spaced — that will allow room for handwritten suggestions, comments, and questions. The document will be returned to you with red marks (dealing with grammar, conventions, mechanics) and blue comments (dealing with content, policy, substantive matters). No changes will be made to the meaning without the author's concurrence, but the editor (usually Carole) will point out areas of possible confusion, contradictory material, etc. Sometimes it is a good idea for author and editor to sit down together and develop solutions to any problems.

Editing can also be done on an electronic copy (**WordPerfect** furnished on a diskette, saved on the system, or sent via **Zip!Office**) throughout the project, from the initial comments on the first draft to any last-minute modifications before layout. However, because a paper trail leaves a record of changes and facilitates discussion, editing on a hard copy is often preferable to on-line work.

Graphics Projects

Graphic Designers Ross Campbell and Don Howard work on MacIntosh computers and are not on the department's network. Possibly because users don't realize the potential incompatibilities, they sometimes go to unnecessary or counterproductive efforts in preparing text and graphics on projects that will eventually go to ISS. It would be helpful to call or stop by early and talk over your plans. ISS staff may have ideas that will make things easier for everyone, reduce the chance of duplicating efforts, and let users get back to doing the work in which they specialize.

Desktop Publishing/Layout

When preparing a document, especially a small one (e.g., a brochure or poster), don't spend time making it look good on your end. All ISS needs is a diskette with the text, including hard returns and tabs. Please leave out any "tables" features, as well as boxes, lines, and graphics. None of these will come across — and, although much of this kind of formatting takes only seconds to do, it may take hours to undo embedded formatting commands that have garbled the document for ISS. Also, please set up tabular materials (e.g., columns of figures) using tabs — not spaces. Print out your text with page breaks noted, and save as a **WordPerfect** file. Leave the **.wp** or **.wpd** extension on; our PageMaker program identifies files by their three-letter extensions, but it won't recognize the three-letter extensions that you've added and make perfect sense to you.

Graphs and Charts

The program ISS uses will import spreadsheets and create many styles of graphs. Save the data to be graphed in **Dbase**, **Excel**, or **Lotus**. Supply a hard copy (printout or hand-sketched) of a simple graph, also.

Imported Graphics

Maps and illustrations need to be in **.tif**, **.cgm**, **.gif**, **.wpg**, **.wmf**, **.pct**, **.pcx**, or **.bmp** formats, although some of these images will appear bit-mapped and not as clear as others. .Pct, .pcx, and .bmp are the least desirable. ISS can also scan in images or photos.

Slides or Overhead Transparencies

Print out your text with slide breaks noted. Give ISS only one text file, saved as a **WordPerfect** file.

Maps

If you are just starting and do not have a map created yet, come and talk things over first. For maps that are to be used in a publication (such as an EIS) or a presentation, it's usually easier for ISS to create the maps than to struggle with translating the variety of mapping software packages used throughout the department. ISS communicates well with **ArcInfo**, when the file is saved as an **Illustrator** or **.EPS** file. These files can be easily edited on the MacIntosh, with colors, screens, text, and graphics added effortlessly. Between what is available at DNRC and the Natural Resource Information System, many maps already exist, and new coverages can be digitized in.

Color Copies

To enable ISS to pay for ongoing paper, toner, and (especially) maintenance for the color copier, users will be charged at the following rate:

Type	Cost per Copy
8½" x 11"	$ .50
8½" x 14"	$ .55
11" x 17"	$ .75
Overhead transparency (8½" x 11")	$1.65

Because some confusion has resulted from quarterly billing for color copies, ISS is testing a new system. Users will fill out a work request form indicating the project and responsibility center. When the work is completed, the original form, with the number of copies made and the cost noted, will go to the requesting division. One copy of the form will go to the Fiscal Bureau, to be used to prepare bills to the divisions; these bills will be issued each month. The other copy will be retained by ISS.

* * *

ISS wants to work with you to produce high quality publications, presentations, and displays that are well written, attractive, and organized in a way that is helpful to the reader. We share a common goal with you—the clear communication of accurate information.

VENDOR ID NUMBERS

Centralized Services Division (CSD) asks that all payments made by the department include the federal identification (ID) number or social security (s.s.) number of the vendor, for several reasons.

*The federal government requires that we send Form 1099-MISC to all persons paid $600 or more in services or rents (except corporations, governmental agencies, rent to real estate agents, and nonprofit organizations).

*In our claim payment system, CSD uses the federal ID or s.s. number to track payments to our many vendors.

*The state uses the ID number for collecting such debts as back taxes, student loans, and child support.

The correct name must be attached to the number we use. For example, if a private person uses his or her social security number for an ID number, please get the name that is attached to that number— e.g., "Jane Doe DBA Jane's Flower Shop." The department may be fined if we report it under the wrong name (e.g., "Jane's Flower Shop"). In the case of a federal ID number, be sure that the business is using the name registered with the Internal Revenue Service (IRS). Some businesses use one number for several business names; CSD needs the main name with a "dba" added.

With the size of the department and the number of payments CSD processes, it would be extremely helpful for these numbers to be added to all invoices. This would not only satisfy the requirements of the IRS and State of Montana, but would also speed the processing of bills.

AWARDS

DNRC PUBLIC SERVICE AWARDS

Kristine Hardman (left) receives a certificate from Ann Bauchman, administrator of the Centralized Services Division

Photo by Don Howard

Many DNRC employees were honored last summer for their years of service to the public and received lapel pins in recognition.

Receiving a 30-year service pin was Glen Gray, Swan Unit.

Twenty-five year service pins were awarded to Jim Bond, Bob Clark, James Kindle, and Carole Massman, Helena; Mark Lewing, Hamilton; Ted Giesey, Kalispell; Tim Murphy and Jack Peters, Missoula; and Jack Isaac, Plains.

Receiving 20-year pins were Ray Beck, Helena; James Costamagna and Mark Hannah, Missoula; Robert Dillon, Billings; Stan Vlahovich, Dillon; and Charles Brasen, Kalispell.

Fifteen-year service pins were awarded to Darrel Bakken, James Beck, Tim Hall, and Susan Kirley, Helena; and Kenneth Gragg and Robert Rich, Missoula.

Ten-year pins were awarded to Bill Greiman, Kristine Hardman, Allan Kuser, Diane McDuffie, Milt Popovich, and William Uthman, Helena; Diana Martin, Bozeman; Craig Halford, Kalispell; Carole Feist and Gayle Phillips, Lewistown; Jeanine Markle, Glasgow; and Steve Sasaki, Shelby.

Receiving five-year pins were Jesse Aber, Jerry Bratlien, Ann Goetze, Stan Jones, Rob Kingery, David Mousel, Joan Specking, Linda Stangland, and Jeffrey Williams, Helena; David Adair, Cynthia Fletcher-Simons, and Jon Hjartarson, Billings; Wendell Williams, Bozeman; Charles Stevens, Hamilton; Kevin Benton, Perry Brzezinski, and John Hunter, Lewistown; Robin Beams and David Jones, Kalispell; William Cyr, Lincoln; Jeffrey Roe, Miles City; and Sue Clark, Tod Gass, and Chris Tootell, Missoula.

DNRC MERIT AWARDS

This past summer Department of Natural Resources and Conservation employees from across Montana were presented special awards by DNRC Director Bud Clinch or their supervisors. Pat Flowers, chief of the Forest Management Bureau in Missoula, received the Director's Award.

Division Administrators' Awards were presented to Brian Long, Missoula; Dwayne Andrews, Miles City; Ross Campbell, Carole Massman, Don Howard, Curt Hafferman, and Bob Arrington, Helena; Ron Miller, Glasgow; and Sterling Sundheim, Lewistown.

Certificates of Appreciation were presented to Chuck Brenton, Tom Hughes, Debbie Bunker, Milt Popovich, Hal Peck, Terri McLaughlin, Nancy Hughes, Mike McLane, Jerry Bratlien, Teresa Kinley, Mary Vandenbosch, Sonja Hoeglund, and T.J. Reynolds, Helena; Jane Markland and John Justin, Missoula; Scott Kaiser, Duane Claypool, and Elaine Lovec, Miles City; Mary Ellen Wolfe, Bozeman; Pat Riley, Billings; Brent Esplin, Glasgow; Marvin Cross, Havre; and Jan Mack, Bozeman.

John Anderson of Missoula received a special safety award.

Team awards went to these groups:

*Water Rights Bureau

*Forest Improvement Team — Dan Cassidy, Rob Ethridge, Scott McLeod, John Shotzberger, Charlie Stevens, Steven Wallace, and Garry Williams

*Fire and Aviation Management Strategic Plan Team — Dwayne Andrews, Steve Holden, Diana Martin, Sandi O'Bryant, Terry Vaughn, Steve Wallace, Bill O'Brien, Doug Williams, and Mike DeGrosky

SWLO HONORS

The Southwest Land Office (SWLO) in Missoula has started a program to grant "Employee of the Year" awards based upon an internal poll of peers within the land office. Each recipient received a personalized plaque. SWLO will also list all award recipients on a master plaque to be displayed in the building's entryway for everyone to see. Winners in Fiscal Year 1997 are shown at right.

Also, Colin Moon, unit fire supervisor at the Clearwater Unit, received a letter of commendation from the Double Arrow Ranch Landowners Association expressing sincere appreciation for his efforts in assisting them with planning and implementing a fuels reduction program intended to better protect their subdivision from major damage associated with wildfires.

Fire Management	Terry Vaughn	Unit Fire Supervisor	Anaconda Unit
Service Forestry	Eric Norris	Service Forestry Program Manager	Missoula Unit
Forestry/ Land Management	Craig Nelson	Timber Sales Forester	Clearwater Unit
Safety Program	Todd Kleman	Fire Team Leader	Anaconda Unit
Administrative	April Ogden	Office Manager	Clearwater Unit

JEOPARDY WINNER

Paula Rosenthal, manager of DNRC's Community Forestry Program, represented Montana at the 8th Annual National Urban Forestry Conference, which was held in Atlanta September 15-21. Nearly 1,000 program partners from the U.S. and six other countries were present to discuss the future sustainability of our nation's urban forests.

Paula is also a new member of the urban and community forestry committee of the Council of Western States Foresters, which also met in Atlanta. This urban forestry committee makes suggestions and provides information on pertinent topics directly to the Council of Western States Foresters, and indirectly to the National Association of State Foresters. Paula will serve on the committee for a two-year term.

Jeopardy . . . continued on page 6

Jeopardy . . . *continued from page 5*

On the lighter side of the Atlanta conference, the National Tree Trust set up "Urban and Community Forestry Jeopardy" at the trade show, with the grand prize being an all-expense paid trip to the next conference (in 1999). In spite of some tough competition, Paula won the event by answering questions in such categories as tree biology and identification, wood utilization, and urban forestry coordinators. The final jeopardy question? "Name the three states with their state name in their state tree." The answer is Colorado (Colorado blue spruce), Ohio (Ohio buckeye), and Kentucky (Kentucky coffee tree). Paula was the only one to answer the final jeopardy question correctly, although she didn't even need it to win.

Congratulations, Paula!

BFPA AWARD

Steve Puyear (left) and Gareth Moon

Anaconda Leader photo by Vera Haffey. Used by permission.

Steve Puyear of Anaconda received a $1,000 award from the Blackfoot Forest Protective Association (BFPA) in November. BFPA's Excellence in Firefighting Award is presented to a DNRC seasonal employee who exhibits exceptional commitment and superior performance in a fire-related job.

Puyear works at the Garrison Initial Attack Station during the core fire season and at the Anaconda Unit Office during much of the spring and fall. He was nominated by Terry Vaughn, Anaconda Fire Unit supervisor, and selected based on his fire suppression, prevention, and safety skills; leadership qualities; initiative; and innovation.

Gareth Moon, BFPA chairman, presented the check and a plaque. Moon was state forester and lands commissioner from 1954 to 1982.

Puyear and runners-up D.C. Haas of Missoula and Greg Archie of Kalispell also received letters of commendation from Governor Marc Racicot.

DEPARTMENT STAFF

GARY FRITZ RETIRES

Gary Fritz retired on June 30, 1997, after serving 18 years as administrator of the Water Resources Division (WRD).

Gary moved to Montana to work for the Water Resources Division in January 1974. Initially a water planner, he was promoted to chief of the Water Planning Bureau, and he began serving as administrator in May 1979.

Gary was instrumental in establishing water reservations in the Yellowstone basin. He and Ole Ueland, then administrator of the Conservation Districts Division, traveled around the basin and spoke with every conservation district and major municipality. He also played a major role in preparation of the environmental impact statement (EIS).

Gary Fritz

When a fish kill occurred in the Ruby River below Ruby Reservoir, Gary recommended that a diverse task force be established and that it be co-chaired by representatives of Ruby Valley irrigators and recreation interests. The success of the Ruby River Reservoir Task Force helped to launch several initiatives, including a task force that developed a proposal to provide fishing access.

Rehabilitation of the Tongue River Dam is another highlight of Gary's career. He played a critical role in compact negotiations and obtaining funding from Congress for this $64 million project. When the department was not satisfied with a contractor's work on a draft EIS, he put together a team of agency staff that produced a superior product on schedule and under budget.

Among his administrative accomplishments, Gary streamlined the Water Resources Division by eliminating unnecessary supervisory positions. He also decentralized certain activities to the division's eight regional offices in order to better serve citizens in all parts of the state.

Water will continue to be a central theme in his career as Gary devotes more time to his fly-fishing outfitting business, Osprey Expeditions.

Adapted with permission from the Fall 1997 issue of DNRC's Water Lines *newsletter.*

STULTS IS NEW WRD ADMINISTRATOR

Jack Stults

Jack Stults is the new administrator for the Water Resources Division. Jack replaces Gary Fritz, who retired after 18 years of service.

Jack has worked in various positions for the Department of Natural Resources and Conservation for the past 13 years. He began employment with DNRC in 1984 working on the statewide adjudication program, first in the Helena regional office and later in the program's central office. From 1990 to 1994, he served as the division's hearings officer, hearing and deciding water law cases. Most recently, Jack supervised the division's eight regional offices, staffed by 51 employees who implement all of the division's programs statewide.

In addition, Jack has served for the past four years as one of five elected, nonpartisan city commissioners for the City of Helena. Jack has focussed on bringing consensus-based processes to the city's public decisions and ensuring that the public is involved early and often. He hopes to apply the lessons learned as city commissioner, especially when working with controversial development, infrastructure, and budgeting issues, to his role as WRD administrator.

Adapted with permission from the Fall 1997 issue of DNRC's Water Lines *newsletter.*

NEW FACES, NEW JOBS

This column will no longer appear in *DNRConversation*. Instead, information on persons who recently were hired or changed jobs within the department will be distributed with our paychecks.

MERRY CHRISTMAS

WOODLAND SANTA

Front row (left to right): Dolores Eustice, Kristine Hardman, Patti Miller, Teresa Kinley, Dixie Hargreaves, and Madeline Engelking. Back row: Carole Massman, Anne Yates, Cindy Forgey, Claire Waltz, Kathy Arndt (behind tree), Susan Russell, Barbara Hamburg, Patty Greene, Patti Yedlicka, Susan Kirley, Ronda Donnelly, and Julie David. Other contributors who are not pictured are Ann Bauchman, Ann Glubczynski, Diane McDuffie, Kim Overcast, Glenna McClure, Carol (Mrs. Bruce) Swick, and Susie (Mrs. Jack) Zanto.

Twenty-three of our Helena employees and two of their spouses cross-stitched a brighter Christmas for the Intermountain Children's Home. Needlework deer, raccoon, fox, and other animals of the forest and plains were used to decorate a table-top tree crowned by a "Woodland Santa" ornament. The tree was then auctioned at the Festival of the Trees for a very respectable $150.

Susan Russell, who coordinated the project, wants to thank all the participants for giving so generously of their time and creative ability.

HELENA CHRISTMAS PARTY

About 35 employees and spouses attended the annual Christmas party, which was held on December 11 at the Eagles Lodge. Coffee, punch, and party food trays were provided. Door prizes were donated by Patrick Rennie, Lori Gustin, Madeline Engelking, Kelly King, and Mike and Sharon McLane. Attendees were asked to provide a nonperishable food item for Food Share, and the department gathered two full boxes of food for this cause.

Thanks to Susan Russell and Patty Greene for organizing and coordinating the event, and to Anna Miller, Jack Zanto, Teresa Kinley, Shirley Machonis, Dolores Eustice, Pat Boggess, Patti Miller, and Patty Greene for selling tickets. Thanks also to Susan Russell and Patty Greene for their organization of the employee pizza picnic that was held in Memorial Park in September.

Trust Land Management Division's Teresa Kinley (left) won the drawing for a $25 gift certificate from the Windbag Saloon.

Those attending the Christmas party had a wonderful time and enjoyed the prizes and gifts. Members of the Employee Fund Committee encourage all employees to contact them with suggestions for next year's events.

MERRY CHRISTMAS TO ALL!

Persons with disabilities who need an alternative, accessible format of this document should contact DNRC at the address below. Phone 406 444-2074 / fax 406 444-2684.

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